

Town of Mooresville – Fire Department
Job Description

JOB TITLE: Fire Chief

SHIFT: Varies

JOB CODE: Exempt

LOCATION: 26 S. Indiana St.

SUMMARY: The Fire Chief plans and directs activities related to fire suppression, fire prevention, and develops long-range plans for meeting fire suppression needs of the Town. The Fire Chief develops and oversees the development, implementation and evaluation of department policies, procedures and programs in accordance with all safety codes and emergency policies to ensure adequate firefighting services and prevention. Additionally, the Fire Chief directs the activities and personnel of the Fire Department and is expected to provide leadership and integrity for all of the Town's fire operations. The Fire Chief is also responsible for budgeting, strategic planning, and directing the department. The Fire Chief is responsible for managing all aspects of a fully paid Fire Department. The Fire Chief receives general instructions as to work results desired from the Town Council.

DUTIES: (*Other duties as assigned*)

- Plans departmental operation with respect to equipment, apparatus and personnel, and supervises the placing of such plans into effect;
- Keeps informed as to personnel, property and operation of the department;
- Evaluates the need for and requisitions for new apparatus, supplies and equipment;
- Prepares and presents budget estimates of anticipated expenditures and needs;
- Assigns personnel and equipment to such duties and uses as the service requires;
- Performs and promotes public contact work;
- Responds to major alarms and personally directs firefighting operations;
- Directs the inspection of properties for fire hazards;
- Coordinates work of the department with other departments;
- Enforces fire prevention regulations and takes action to secure abatement of fire hazards;
- Supervises the operation of departmental in-service training of personnel.
- Maintains accurate documentation of time worked for payroll records, including the time cards submitted to the Town Clerk's office.
- Administers physical agility and aptitude testing for the purpose of hiring and training of new firefighters in accordance with applicable state and federal regulations.

SUPERVISORY RESPONSIBILITIES:

Approximate department size: 50 employees. The Fire Chief must possess the ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, scheduling, assigning, and directing work; appraising performance, disciplining employees, addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must maintain regular attendance. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE: Applicants must have at least six (6) years of general experience and three (3) years verifiable leadership experience as an officer in Fire/EMS Service.

RESIDENCY: Applicants must live in Morgan County or be willing to relocate to Morgan County within 6 months of hire.

LANGUAGE SKILLS: Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or businesses. Ability to write speeches and articles for publications. Ability to effectively present information to top management and public groups.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of all aspects of firefighting and emergency response; thorough knowledge of Department's Rules and Regulations; knowledge of applicable fire laws and ordinances and city geography. Ability to lead, command, assign and coordinate activities performed by a large group of employees in varied firefighting work. Must possess and maintain a valid Indiana Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and walk; talk or hear; use hands to finger, handle or feel; and reach with their hands and arms. The employee is occasional required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals; occasionally works near moving mechanical parts. The employee is frequently exposed to outdoor weather conditions and to wet or humid conditions.

The noise level in the work environment is usually moderate.